



THE CITY OF SAN DIEGO

# Substantial Conformance Review

CITY OF SAN DIEGO DEVELOPMENT SERVICES DEPARTMENT  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION  
BULLETIN  
**500**  
APRIL 2001

Substantial Conformance Review (SCR) is a voluntary service available to customers who are proposing to modify their project after a discretionary permit has been approved by the City. Prior permits could include any of the more than 80 types of discretionary permits contained in the repealed Municipal Code, or the new development permit/approvals, subdivision approvals, or policy approvals of the Land Development Code. If the only prior discretionary action, however, was a tentative map or vesting tentative map, and a final map for the project has been approved, then this service is not available.

The goal of SCR is to determine if the change proposed for a project is consistent and in conformance with the previously approved permit. This includes a review of the revised project against the approved exhibits, permit conditions, environmental documentation, applicable land use policies, and the public record for the prior permit. Staff will recommend approval of the modified project if the change falls within the parameters of the prior approval.

This service is offered to allow customers to provide only the information needed to make a conformance determination, without having to go to the expense of preparing complete construction documents. The process does not include a review for conformance with other City regulations, which is performed when an application for a construction permit approval such as a building, grading, or public improvement permit is made.

Instead of a SCR, customers may choose to include their project changes as part of a complete construction permit application (building permit, grading permit, public improvement permit, etc.). Staff will review the project change for conformance with the prior permit as part of the process of checking the plans against applicable regulations. If the project changes are not deemed to be in conformance with the previously approved discretionary permit, minor to significant project redesign or an amendment to the previously approved permit may be required. The customer makes the choice to risk a full construction permit submittal, or to opt for the more tailored SCR service.

## SUBMITTAL REQUIREMENTS

Phone (619) 446-5300 to schedule a submittal appointment for SCR. At this appointment, provide the information in the quantities shown below (you may, however, choose to provide one copy of everything for a determination by staff of the final number of copies

### Documents referenced in this Information Bulletin

- **General Application (DS-3032)**
- **Information Bulletin 503, Fee Schedule For Development Permits/Approvals and Policy Approvals**
- **Information Bulletin 512, "How to Obtain Public Noticing Information"**

that would be required as the quantities may be vary depending upon the magnitude of the change):

1. Provide twelve (12) copies of the following:
  - a. A letter detailing the modifications being proposed to the project that was previously approved;
  - b. the final, approved permit and resolution(s) of the subject permit;
  - c. the approved exhibit A drawings and documents that are being affected by the proposed project modifications (each sheet individually folded to 8 1/2" by 11" size); and
  - d. marked up exhibit A drawings and documents or new drawings at the same scale as the approved exhibits that clearly show and highlight the proposed project modifications (each sheet individually folded to 8 1/2" by 11" size).
2. General Application (DS-3032)
3. For SCR's in the Coastal Zone or when a Process 2 SCR is required by a previously approved development permit, a Public Notice Package is required. This includes:
  - a. One set of adhesive mailing labels, on 8 1/2" by 11" sheets. Each set includes the names and addresses of current property owners located within a 300-foot radius of the perimeter of the property for which an application is being made. Where properties are not owner occupied, occupant labels must also be provided in addition to the property owner labels. (See Information Bulletin 512, "How to Obtain Public Noticing Information," for more details.)
  - b. A photo copy of the mailing labels.
  - c. Assessor Parcel Map(s) outlining the 300-foot radius.
4. Fee (see Information Bulletin 503, "Fee Schedule for Development Permits/Approvals and Policy Approvals," for Substantial Conformance Review Fees).

Printed on recycled paper. This information is available in alternative formats for persons with disabilities.

To request this document in alternative format, call (619) 446-5446 or (800) 735-2929 (TT).

Be sure to see us on the WorldWide Web at [www.ci.san-diego.ca.us/development-services](http://www.ci.san-diego.ca.us/development-services)